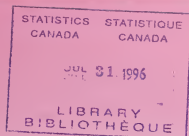


92N0094XPE

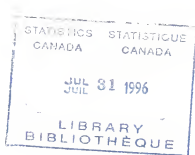
c.2

**MBO-2**

Place of Residence 1 Year and 5 Years ago Outside Canada

Training Guide

**Automated Coding**



MBO-2

Place of Residence 1 Year and 5 Years Ago

Outside Canada

Training Guide

Prepared by: Census Operations Division
Social, Institutions and Labour
Statistics Field

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I. Introduction

This training guide is intended to help you understand the coding procedures in the “Place of Residence 1 Year and 5 Years Ago – Outside Canada” procedures manual (Form MBO-1).

As an aid to learning, this guide contains exercises in coding procedures. The purpose of the exercises is not to determine whether you have memorized the procedures but to give you an opportunity to apply them. As you work through the exercises, you may refer to the procedures manual at any time.

When you have finished the exercises, you will review the questions and the answers with your supervisor.

II. Introductory Exercises for the Variable "Place of residence 1 Year and 5 Years ago – Outside Canada"

Read Chapter I, Introduction to the Coding Procedures for the "Place of Residence 1 Year and 5 Years Ago – Outside Canada" variable, in your procedures manual. Then, return to this guide and complete the exercises below.

Exercise 1

Answer the following question:

When a Form 2B respondent marks circle 05 in Question 22 and circle 11 in Question 23, what is he supposed to specify?

Exercise 2

Answer the next question by filling in the blanks.

This manual describes the _____ procedures for responses with place of residence _____, i.e. the _____ in each question.

Exercise 3

Indicate whether each statement is true (T) or false (F).

- (a) Questions 22 and 23 are identical. _____
- (b) Question 23 asks about place of residence 1 year ago. _____
- (c) The responses for outside Canada and inside Canada are treated as two different variables. _____
- (d) Questions 22 and 23 tell us where people living in Canada are moving to and from within Canada, and from outside Canada. _____

III. Exercises in Standard Coding Procedures

Read Chapter II - Standard coding procedures, in your procedures manual. Then return to this guide and complete the exercises below.

Exercise 1

Fill in the blank.

As a general coder, you are responsible for assigning a _____ to each response according to the instructions you are given.

Exercise 2

Name the one category of responses possible for the variable "Place of Residence 1 Year and 5 Years Ago – Outside Canada".

Exercise 3

Name the coding difficulties.

(1) _____

(2) _____

(3) _____

Exercise 4

Mark the right answer – ✓

When the system shows you a response, the first thing to do is:

- () verify whether the ACTR system has returned a phrase or phrases.
- () verify whether the response is in the MCB.
- () identify the category of response.

Exercise 5

Mark the right answer – ✓.

When the system shows you a response and the ACTR returns a phrase or phrases, you should:

- () verify the response in the MCB.
- () code the response.
- () select a phrase for coding.

A. Code match

Code match is the stage where you assign a code to each response displayed by the system.

Exercise 1

On the basis of the procedures in the code match table in Chapter II of the procedures manual, connect each condition on the left to the appropriate action on the right using an arrow.

- | | |
|---|---|
| (a) IF a valid code is displayed at the bottom of the screen, THEN | (1) refer the response to the next level of coding. |
| (b) IF an invalid code is <u>still</u> displayed at the bottom of the screen, THEN | (2) verify whether the code was input correctly. |
| (c) IF an invalid code is displayed at the bottom of the screen, THEN | (3) commit the code. |

Exercise 2

Fill in the blanks by consulting the MCB and selecting one of the numbered code match steps.

- (a) The system shows the response "FRANCE". You look it up in the MCB and the code is _____. The next three steps you must carry out are _____. Following these steps, the system displays a valid code at the bottom of the screen. The last step you perform is to _____.
- (b) The system shows the response "CYPRUS". You look it up in the MCB and the code is _____. The next three steps you perform are _____. Following these steps, the system displays an invalid code at the bottom of the screen; what do you do? _____. The invalid code still appears at the bottom of the screen; what do you do? _____.
- (1) Validate the code.
 - (2) Verify whether a valid code is displayed at the bottom of the screen.
 - (3) Type the code.
 - (4) The valid code is displayed at the bottom of the screen.
 - (5) Refer the response to the next level of coding.
 - (6) Commit the code.
 - (7) Verify whether the code was input correctly. If an error has been made, correct the code and repeat steps 1 and 2.

IV. Exercises in Processing Responses Containing the Country

Read Chapter III-A, Processing responses containing the country, in your procedures manual. Then return to this guide and complete the exercises below.

The system shows you a response consisting of a country. Use this response for exercises 1, 2 and 3.

1996 CENSUS OF POPULATION / AUTOMATED CODING		17/01/96
INTERACTIVE CODING - MOBILITY 1 YEAR OUT CAN.		13:14:15.2
MManual1		
Write-in to be coded	Type	Code
MEXIQUE		
Phrases returned by ACTR	Codes	(S)elect
		- +
ID: 61001002 078 2 6		
=====		
Data for same question from each household member	Persnr:	2
Check-boxes and Write-ins		
MEXIQUE		
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
HELP UP DOWN <<<< >>>> MORE +UP +DOWN REFER UALID COMIT QUIT		

Exercise 1

Circle the correct answer.

You have identified the response as a country. What is your next step?

- (a) examine the response
- (b) consult the MCB
- (c) consult the phrase or list of phrase returned by the ACTR
- (d) none of the above

Exercise 2

Circle the correct answer.

What exactly are you looking for when you consult the MCB?

- (a) the response "MEXIQUE" only
- (b) a code for the response "MEXIQUE"
- (c) neither of the above

Exercise 3

What code did you find in the MCB for the response "MEXIQUE"? _____

Exercise 4

Use the standard-coding-procedures flowchart or the situation/condition/action table in Chapter III-A of the procedures manual to code the following sample responses.

a)

1996 CENSUS OF POPULATION / AUTOMATED CODING		17/01/96
INTERACTIVE CODING - MOBILITY 5 YEARS OUT CAN.		13:23:42.1
MHMANUAL1		
Write-in to be coded	Type	Code
KENYA		
Phrases returned by ACTR	Codes	(S)elect
IO: 61001102 014 1 12		
Data for same question from each household member Person: 1		
Check-boxes and Write-ins		
KENYA		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
HELP UP DOWN <<<< >>>> MORE +UP +DOWN REFER UALIO COMMIT QUIT		

Code: _____

(b)

1996 CENSUS OF POPULATION / AUTOMATED CODING		17/01/96
INTERACTIVE CODING - MOBILITY 1 YEAR OUT CAN.		13:14:15.2
MHMANUAL1		
Write-in to be coded	Type	Code
JAPON		
Phrases returned by ACTR	Codes	(S)elect
IO: 61001102 078 2 6		
Data for same question from each household member Person: 2		
Check-boxes and Write-ins		
JAPON		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
HELP UP DOWN <<<< >>>> MORE +UP +DOWN REFER UALIO COMMIT QUIT		

Code: _____

V. Exercises in Processing Responses Containing Difficulties

A. Processing misspelled responses

Read Chapter IV-A, Processing misspelled responses, in the procedures manual. Then return to this guide and complete the exercises below.

The system shows you a misspelled response. Use this response in exercises 1 and 2.

1996 CENSUS OF POPULATION / AUTOMATED CODING		17/01/96
INTERACTIVE CODING MOBILITY 1 YEAR OUT CAN.		13:14:15.2
MMANUAL1		
Write-in to be coded		Type Code
KORGA		-----
Phrases returned by ACTR		Codes (S)elect
		-
		-
		- +
ID: 61001002 078 2 6		
Data for same question from each household member		Persnr: 2
Check-boxes and Write-ins		
KORGA		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
HELP UP DOWN <<<< >>>> MORE +UP +DOWN REFER UALID COMIT QUIT		

Exercise 1

Circle the correct answer.

The correct spelling is:

- a) KORBA
- b) KORAB
- c) KORA
- d) KOREA

Exercise 2

Circle the correct answer. When you have found the code for the correctly spelled response of "KORGA", what is your next step?

- a) validate the code
- b) verify the code
- c) type the code
- d) none of the above

Exercise 3

Use the standard-coding-procedures flowchart or the situation/condition/action table in Chapter IV-A of the procedures manual to code the following sample responses.

a)

1996 CENSUS OF POPULATION / AUTOMATED CODING		17/01/96
INTERACTIVE CODING - MOBILITY 1 YEAR OUT CAN.		13:14:15.2
MMANUAL1		
Write-in to be coded	Type	Code
MASADONIA		
Phrases returned by ACTR	Codes	(S)elect
		-
		-
		+
IO: 61001002 078 2 6		
Data for same question from each household member		
Check-boxes and Write-ins	Persnr:	2
MASADONIA		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
HELP UP DOWN <<<< >>>> MORE +UP +DOWN REFER UALIO COMIT QUIT		

Code: _____

(b)

1996 CENSUS OF POPULATION / AUTOMATED CODING		17/01/96
INTERACTIVE CODING - MOBILITY 5 YEARS OUT CAN.		13:23:42.1
MMANUAL1		
Write-in to be coded	Type	Code
ALLEMANGUE		
Phrases returned by ACTR	Codes	(S)elect
		-
		-
IO: 61001002 014 1 12		
Data for same question from each household member		
Check-boxes and Write-ins	Persnr:	1
ALLEMANGUE		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
HELP UP DOWN <<<< >>>> MORE +UP +DOWN REFER UALIO COMIT QUIT		

Code: _____

(c)

```

1996 CENSUS OF POPULATION / AUTOMATED CODING          17/01/96
MMANUAL1          INTERACTIVE CODING - MOBILITY 5 YEARS OUT CAN. 13:23:42.1

Write-in to be coded                                     Type Code
COSTARICA                                               -----

Phrases returned by ACTR                                Codes   ($)elect

ID: 61001102 014 1   12
=====
Data for same question from each household member      Persnr: 1
Check-boxes and Write-ins
COSTARICA

Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP  UP    DOWN <<<< >>>> MORE  +UP  +DOWN REFER UALID COMIT QUIT

```

Code: _____

(d)

```

1996 CENSUS OF POPULATION / AUTOMATED CODING          17/01/96
MMANUAL1          INTERACTIVE CODING - MOBILITY 1 YEAR OUT CAN. 13:14:15.2

Write-in to be coded                                     Type Code
TRINIDAD & TOBAGO                                       -----

Phrases returned by ACTR                                Codes   ($)elect

ID: 61001002 078 2   6
=====
Data for same question from each household member      Persnr: 2
Check-boxes and Write-ins
TRINIDAD & TOBAGO

Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP  UP    DOWN <<<< >>>> MORE  +UP  +DOWN REFER UALID COMIT QUIT

```

Code: _____

B. Processing multiple responses

Read Chapter IV-B, Processing multiple responses, in the procedures manual. Then return to this guide and complete the exercises below.

The system shows you a multiple response. Use this response for exercises 1 and 2.

1996 CENSUS OF POPULATION / AUTOMATED CODING		17/01/96
INTERACTIVE CODING - MOBILITY 1 YEAR OUT CAN.		13:14:15.2
MMAUUAL1		
Write-in to be coded	Type	Code
CHINA AND HONG KONG		
Phrases returned by ACTR	Codes	(S)elect
		-
		-
		- +
ID: 61001002 078 2 6		
=====		
Data for same question from each household member	Persnr:	2
Check-boxes and Write-ins		
CHINA AND HONG KONG		
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
HELP UP DOWN <<<< >>>> MORE +UP +DOWN REFER UALID COMIT QUIT		

Exercise 1

Circle the correct answer.

When you encounter a multiple response, you:

- refer it to the next level of coding
- take only the first response into account
- code all responses
- take the best response

Exercise 2

What category or difficulty of response is "CHINA"?

- misspelled response
- abbreviated response
- name of a country
- other response

Exercise 3

Use the standard-coding-procedures flowchart or the situation/condition/action table in Chapter IV-B of the procedures manual to code the following sample responses.

a)

```

1996 CENSUS OF POPULATION / AUTOMATED CODING      17/01/96
MNUAL1      INTERACTIVE CODING - MOBILITY 1 YEAR OUT CAN.      13:14:15.2

Write-in to be coded                                Type Code
LETHOSO SUD AFRIQUE
-----

Phrases returned by ACTR                            Codes   ($)$elect
                                                    -
                                                    - +

ID: G1001002 078 2   6
=====
Data for same question from each household member      Persnr: 2
Check-boxes and Write-ins
LETHOSO SUD AFRIQUE

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP  UP    DOWN <<<< >>>> MORE +UP +DOWN REFER UALIO COMIT QUIT
  
```

Code: _____

b)

```

1996 CENSUS OF POPULATION / AUTOMATED CODING      17/01/96
MNUAL1      INTERACTIVE CODING - MOBILITY 5 YEARS OUT CAN.      13:23:42.1

Write-in to be coded                                Type Code
GERNAMY ASIA
-----

Phrases returned by ACTR                            Codes   ($)$elect
                                                    -
                                                    -

ID: G1001102 014 1   12
=====
Data for same question from each household member      Persnr: 1
Check-boxes and Write-ins
GERNAMY ASIA

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP  UP    DOWN <<<< >>>> MORE +UP +DOWN REFER UALIO COMIT QUIT
  
```

Code: _____

c)

1996 CENSUS OF POPULATION / AUTOMATED CODING		17/01/96
INTERACTIVE CODING MOBILITY 5 YEARS OUT CAN.		13:23:42.1
HMANUAL1		
Write-in to be coded	Type	Code
CONGO BRAZAVILLE		
Phrases returned by ACTR	Codes	(\$)elect
		-
		-
ID: 61001102 014 1 12		
=====		
Data for same question from each household member	Persnr:	1
Check-boxes and Write-ins		
CONGO BRAZAVILLE		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
HELP UP DOWN <<<< >>>> MORE +UP +DOWN REFER UALID COMIT QUIT		

Code: _____

d)

1996 CENSUS OF POPULATION / AUTOMATED CODING		17/01/96
INTERACTIVE CODING - MOBILITY 1 YEAR OUT CAN.		13:14:15.2
HMANUAL1		
Write-in to be coded	Type	Code
DANEMARK VIENNA		
Phrases returned by ACTR	Codes	(\$)elect
		-
		- +
ID: 61001002 078 2 6		
=====		
Data for same question from each household member	Persnr:	2
Check-boxes and Write-ins		
DANEMARK VIENNA		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
HELP UP DOWN <<<< >>>> MORE +UP +DOWN REFER UALID COMIT QUIT		

Code: _____

C. Processing other responses

Read Chapter IV-C, Processing other responses, in the procedures manual. Then return to this guide and complete the exercises below.

Exercise 1

The system sends you the following abbreviated response. What do you do? _____

```

HMANUAL1      1996 CENSUS OF POPULATION / AUTOMATED CODING      17/01/96
                INTERACTIVE CODING  MOBILITY 1 YEAR OUT CAN.      13:14:15.2

Write-in to be coded                                     Type Code
PRC                                                     -----
Phrases returned by ACTR                                Codes (S)elect
                                                    -
                                                    -
                                                    +

ID: 61001002 078 2   6
=====
Data for same question from each household member      Person: 2
Check-boxes and Write-ins
PRC

Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP  UP    DOWN <<<< >>>> MORE +UP +DOWN REFER UALIO COMIT QUIT
  
```

Exercise 2

The system sends you the response "same", "same as Person 1", "même", "même que la Personne 1"

What do you do? _____

```

HMANUAL1      1996 CENSUS OF POPULATION / AUTOMATED CODING      17/01/96
                INTERACTIVE CODING  MOBILITY 1 YEAR OUT CAN.      13:14:15.2

Write-in to be coded                                     Type Code
SAME AS PERSON 1                                         -----
Phrases returned by ACTR                                Codes (S)elect
                                                    +

ID: 61001002 078 2   6
=====
Data for same question from each household member      Person: 2
Check-boxes and Write-ins
SAME AS PERSON 1

Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP  UP    DOWN <<<< >>>> MORE +UP +DOWN REFER UALIO COMIT QUIT
  
```

Exercise 3

The system shows you the following incomprehensible response. What do you do? _____

```
MMANUAL1      1996 CENSUS OF POPULATION / AUTOMATED CODING      17/01/96
                INTERACTIVE CODING - MOBILITY 5 YEARS OUT CAN.    13:23:42.1

Write-in to be coded
WAS NOT BORN

Type Code
-----

Phrases returned by ACTR                                Codes ($)elect

ID: 61001102 014 1 12
=====
Data for same question from each household member      Persnr: 1
Check-boxes and Write-ins
WAS NOT BORN

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP UP DOWN <<<< >>>> MORE *UP *DOWN REFER VALID COMMIT QUIT
```


VI. Review Exercises

The following set of responses covers all the points studied. In each case, determine the response type and assign a code.

Response	Category	Code
(a) BONGLADESHE		
(b) SOMMALY		
(c) REPUBLICA NG PHILIPINAS		
(d) W.INDIES JAMAICA		
(e) SEAMAN		
(f) DAMASCUS SYRIA		
(g) DUBLIN EIRE		
(h) SWIJERLAND		
(i) SAME		
(j) SYCHELLE		
(k) EUROPE FRANCE RUSSIA		

Response	Category	Code
(l) RFA		
(m) ZIMBZWBE		
(n) QUITO ECUADOR		
(o) G CAYMAN		
(p) S.SARABIA		
(q) SAN SALVADOR PARAGUAY LOMA		
(r) BAKISTAN		
(s) NAIROBI KENYA		
(t) VN		
(u) VOIR P.1.		
(v) BURINA FASO		
(w) CANADA		

Response	Category	Code
(x) AUSTRIA		
(y) OTTAWA		
(z) ENGLAND		

VII. Conclusion

Now that you have read the procedures manual and completed the exercises in this training guide, you are ready to use the ACTR system.

If you have any questions, ask your supervisor for help.

The answers to the exercises in this guide are given in the supervisor's manual.



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